

Chapter 5

Running ENCOMPASS Reports and Inquiries

Chapter Overview

After vouchers have been entered and paid, users can run a variety of reports and inquiries to view accounts payable information in ENCOMPASS.

Objectives

By the end of this chapter, you will be able to do the following:

- Run ENCOMPASS inquiries
- Create Run Control IDs
- Run ENCOMPASS reports

5.1

ENCOMPASS Standard Reports

ENCOMPASS offers a wide range of reporting possibilities. Your database contains a wealth of information that you’ve carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. The reporting capabilities in ENCOMPASS enable you to access the data you need and to present it in the form that is most useful for those who depend on you for financial and management information.

When you select a report menu item, you frequently have the choice of two actions: Add a New Value (Add) or Search (Update/Display). Both options enable you to print a predefined report. *What you’re adding or updating is not the reports themselves, but Run Controls.*

Run Control IDs

When you want to run a report, you need to tell the system where and how you want it to run. For most reports, you also need to set parameters that determine the content of the report, such as the business unit or time period.

A Run Control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a Run Control with those settings. The next time you run the report, you select the Run Control, and the system fills in the settings.

When you select a report from a menu, a search dialog box appears, asking for a Run Control ID. If you’re in Add mode, enter a new ID for the Run Control you’re about to define. If you’re in Update/Display mode, enter an existing Run Control ID or press Enter and select from the list of available Run Control IDs.

Important: Your Operator ID can only view Run Controls you create (Add). Run Controls cannot be deleted through the ENCOMPASS application. Also, Run Control IDs must be created without any spaces. For example, a Run Control ID for a Voucher Register could be VOUCHER_REGISTER. Use underscores to separate words.

Voucher Register

Run Control ID: VOUCHER_REGISTER

Report Manager

Process Monitor

Run

Language: English

Report Request Parameters

Business Unit: 00050

Date Range

From Date: 11/03/2007

Through Date: 11/03/2007

Print Options

Print Voucher Line

Print Distribution Line

Process Scheduler

Once you have entered all of the parameters required for the specific report you are running, you will click the **RUN** button to run the actual report. The Process Scheduler page will open and require you to determine how you want the report run. Most reports will run to the Web and to a .PDF file.

Process Scheduler Request

User ID: JHODGES

Run Control ID: VOUCHER_REGISTER

Server Name:

Run Date: 11/03/2007

Recurrence:

Run Time: 3:53:31PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Register	APY1010-	Crystal	Web	PDF	Distribution

OK

Cancel

The Server Name is part of the Process Scheduler Request. The GMIS department recommends not to enter any server name into this field as it will help in the processing of reports.

Report ID: APY1010

PeopleSoft Accounts Payable

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VOUCHER REGISTER

Run Date: 11/03/2007

Run Time: 10:29:54 AM

Business Unit: 00050

For the period: 01-Oct-2007 through 31-Oct-2007

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Class	Entry Date	Accts Dt	Print Date	Dist Date
01/03/2007	00000005	ZH750710_1_1	01/03/2007	0000000079	#1 CREDIT TRIP VCL FIRM CRPFF	PRM	ZH750710	01/03/2007		01/03/2007	01/03/2007

Voucher Line Information

Line #	Description	Match Amt	Inv Item ID	Unit Price	Qty	Disc A
1		200.00		0.00	Y	STND

Distribution Line Information

Line #	Task Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Match Amt
1	0	110000		2008	10000	007001			200.00

After the report runs, you must click the icons in the ENTAP Training

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

5.3

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 01/18/2008

Exclusively for use by the State of Indiana
Issue Date: 01/18/2008

Adobe window to print the file or save it   omputer.

Step	Action
1	Navigate to the report you are running.
2	Enter the appropriate parameters required or optional for the report.
3	Click  to run the report.
4	Verify the report is running to WEB.
5	Enter the appropriate Format.
6	Click  to run the report.
7	Click Process Monitor to watch the process run.
8	When the process reads Success and Posted , click Details .
9	Click View Log/Trace to see the report.
10	Look for the file with the format you choose above, e.g. APY1010- 3345617.PDF.
11	Click on the link and your report will display.

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Activity | Running a Voucher Register

Enter the following information in order to run the Voucher Register.

Navigation

Accounts Payable >> Reports >> Voucher >> Voucher Register


Report Request Parameters

Business Unit: 00050
From Date: 10/01/07
Through Date:: 10/31/07

Optional Values:

- Print Voucher Line – shows some additional information regarding the voucher including the withholding information and tax information. May not be applicable for the State of Indiana.
- Print Distribution Line – shows the actual ChartFields entered on the voucher line.

If your screen doesn’t reflect the one below, please notify the instructor.



Report ID: APY1010

PeopleSoft Accounts Payable

VOUCHER REGISTER

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Run Date 11/09/2007

Run Time 10:44:12 AM

Business Unit: 00050

For the period: 01-Oct-2007 through 31-Oct-2007

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Voucher ID	Voucher Name	Origin	Operator	Entry Date	Authr Dt	Post Date	Doc Cntrl ID
04/01/2007	00000005	00000005	04/01/2007	00000005	#1 GREEN TWP VOL FIRE DEPT	PNM	DRJLS/SH	04/01/2007	04/01/2007	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Unit Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discont Due Dt
Approved	USD	CRRNT	1.000000000	200.00	0.00	0.00	0.00	0.00	0.00	04/01/2007	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Creation Type	VAT Certificate ID	Phone	S	U	F	M
				0.00				Y	Y	Y	N
											Upon Rec

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WITHD	Disc A
1		200.00		0.00	Y	STND
Sales/Tax		Sales/Tax	Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code
None						VAT Amount
						0.00

Distribution Line Information

Line #	Sub Proj #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Office	Open Item ID	Status	Stat Lst	Merch Amt	Shipment Amt
Program		Class	Budget Proj	Product	Project ID			Vehicle Desc				
1	0	110000		2008	10020	007001					200.00	0.00

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Activity | Running Voucher Inquiry




Enter the following information in order to run the Voucher Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Voucher

Search Parameters

Business Unit: 00050
Vendor SetID: STIND
Vendor ID: 0000066519

- 1 Click  – see screen shot on next page.
- 2 Click  to see all of the details about the voucher.
- 3 Click  under Accounting Entries for voucher 00000726 – see screen shot on next page.

Running Voucher Inquiry | Results

If your screens do not reflect the ones below, please notify the instructor.

Sort Criteria									
*Sort By:		Voucher ID	*Sort Asc/Dsc:		Ascending	Sort Display			
▶ Display Currency Criteria									
▶ Late Interest Analysis									
Voucher Inquiry Results									
					Customize Find View All	First 1 of 1 Last			
Voucher Details		Amounts		More Details					
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
00050	00000726	LMS36053	10/25/2007	0000066519		No Match			FIVELAKESC-002

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Voucher Inquiry Results														
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch
00050	00000726	LMS36053	10/25/2007	0000066519	No Match				FIVELAKESC-002	USD	500.000	500.000	0.000	0.000

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Voucher Accounting Entries

*Business Unit:00050

Voucher ID:00000726

Invoice Number:LMS36053

*Accounting Line View Option:Standard

Show Foreign Currency

Search

Reset

Invoice Date:10/25/2007

Vendor ID:0000066519

Vendor Name:FIVE LAKES CONSERVATION ASSOCI

Accounting Information

Find | View All

First1 of 1Last

Posting Process: AP Accrual

GL Dist Status:None

Customize | Find | View All

First1 of 6Last

Main Information

Chartfields

Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-250.000 USD		ACTUALS	00050
Plant Mgmt Plan Update Service	250.000 USD		ACTUALS	00050
Accounts Payable	-100.000 USD		ACTUALS	00050
Plant Mgmt Plan Update Service	100.000 USD		ACTUALS	00050
Accounts Payable	-150.000 USD		ACTUALS	00050
Plant Mgmt Plan Update Service	150.000 USD		ACTUALS	00050

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Activity | Running Payment Inquiry

Enter the following information in order to run the Payment Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Payments >> Payment

Search Criteria

Bank SetID: STIND
Bank Code: CHASE
Bank Account: 6036

1 Click – see screen shots on next pages.

2 Click Additional Info.

3 Click Vendor Details.

4 Click the link for one of the Payment Reference IDs.

5 Click Voucher ID.

Running Payment Inquiry | Results

Payment Inquiry Result									
Customize Find View All First 1-19 of 19 Last									
Payment Details Additional Info Vendor Details Financial Gateway									
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000010	Check	501.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000011	Check	1,002.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000012	Check	75.000	USD	10/19/2007	10/19/2007	Paid	Unrecon	
VCHR	0000000013	Check	101.030	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000014	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000015	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000016	Check	1,009.530	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000017	Check	4,000.660	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000018	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000019	Check	10,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000020	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000021	Check	1,000.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000022	Check	2,015.780	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000023	Check	2,800.260	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000024	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000025	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000026	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	

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Payment Inquiry Result									
Customize Find View All First 1-19 of 19 Last									
Payment Details Additional Info Vendor Details Financial Gateway									
Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
VCHR	0000000010	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000011	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000012	Unposted	No Cancel		QUICK3	19	6036	193151256	CHASE
VCHR	0000000013	Unposted	No Cancel		ZH1023	2	6036	193151256	CHASE
VCHR	0000000014	Unposted	No Cancel		ZH1	2	6036	193151256	CHASE
VCHR	0000000015	Unposted	No Cancel		CAS001	2	6036	193151256	CHASE
VCHR	0000000016	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000017	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000018	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000019	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000020	Unposted	No Cancel		QUICK4	4	6036	193151256	CHASE
VCHR	0000000021	Unposted	No Cancel		CHASE	2	6036	193151256	CHASE
VCHR	0000000022	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000023	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000024	Unposted	No Cancel		XXXSDO	4	6036	193151256	CHASE
VCHR	0000000025	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	0000000026	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	LMS12345	Unposted	No Cancel				6036	193151256	CHASE
VCHR	LMS12346	Unposted	No Cancel				6036	193151256	CHASE

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Payment Inquiry Result							
Payment Details		Additional Info		Vendor Details		Financial Gateway	
Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	0000000010	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000011	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000012	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000013	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000014	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000015	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000016	HIRAM J HASH AND SONS INC	0000000025	PO BOX 39037	INDIANAPOLIS	IN	46239-0037
VCHR	0000000017	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000018	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000019	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000020	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000021	MEMMER, BETH	0000114764	AUDITOR OF STATE	1000 100500 SPL 1000		
VCHR	0000000022	3M COMPANY	0000000012	2807 PAYSHERE CIRCLE	CHICAGO	IL	60674

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Vouchers For a Payment										
Bank Name: CHASE					Back To Payment Inquiry					
Bank Account #: 193151256					Pymnt Ref ID: 0000000011					
Pay Cycle: SDO1 Seq Num: 5					Accounting Date: 10/17/2007					
Vendor Name: 3M COMPANY					Payment Date: 10/17/2007					
Address: 2807 PAYSHERE CIRCLE					Days Outstanding: 20					
					Payment Clear Date:					
					Reconcile Date:					
CHICAGO IL 60674 USA					Value Date: 10/17/2007					
Payment Amount: 1,002.000 USD					Payment Method: CHK					
Description:										
Customize Find View All First 1 of 1 Last										
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
00405	00033734	1	10/17/2007	78309	1,002.000	1,002.000	USD			Accounts Payable Vouchers

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Voucher Inquiry Results									
Voucher Details		Amounts		More Details		Customize Find View All First 1 of 1 Last			
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
00405	00033734	78309	10/17/2007	0000000012		No Match			3MCOMPANY-001

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